

## **LEGAL PROCESSING ASSISTANT I, II**

### **DEFINITION**

Under general supervision, performs specialized clerical work in support of court document processing units, jury, and family mediation; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Legal Processing Assistant I class serves as the entry for experienced clerks and second working level class within the series. Incumbents rotate through various assignments to accommodate employee development, training and staffing needs of the Court District. Incumbents must demonstrate proficiency in a variety of designated tasks prior to progression to the Legal Processing Assistant II class. Employees within the Legal Processing Assistant II class are fully experienced, can perform a variety of assignments, and may provide technical guidance and training to other employees within their unit.

### **ESSENTIAL FUNCTIONS**

1. Assists the public in person or by phone; provides procedural information regarding status of legal cases; answers inquiries and explains legal filing processes and procedures, use of court forms, and basic rules of court or program; explains fees and fines; assists individuals in locating material and information.
2. Receives and examines legal documents for sufficiency of information, conformity, jurisdiction, completeness, timeliness, and required supporting documentation; returns unacceptable documents, noting discrepancies and reasons for rejection.
3. Computes, receives, receipts, and records payment of fines, cash bail, bail bonds and fees; reviews, posts, adjusts and balances daily registers and journals; compiles numerical counts and routine statistical data to provide input for reports; counts, balances, and checks daily cash with receipts.
4. Compiles case information for court calendars; verifies status and various dates of activity; prepares calendars and minute orders; distributes and posts calendars.
5. Issues and recalls bench warrants; processes commitment paperwork.

6. Codes and enters data into civil computer system; updates cases; enters disposition of criminal cases into system.
7. Prepares writs of execution, abstracts of judgment, transcripts on appeal and correspondence.
8. Coordinates jury room activities including checking in jurors, answering questions regarding procedures, and preparing panel lists; processes jury pay and mileage reimbursement; prepares summons; processes requests for excusal; coordinates calls for jury or dismissal.
9. May type narrative, fiscal or statistical reports; schedules appointments.
10. Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

*Legal Processing Assistant I* - One year of office clerical experience preferably involving court document processing experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of full-time college coursework (24 semester or 36 quarter units) in office practices, clerical or paralegal studies or closely related field may substitute for a maximum of six months of experience.

*Legal Processing Assistant II* - Eighteen months of office clerical experience involving court document process experience or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

#### **Knowledge of**

*Both Levels* - modern office practices and procedures including filing, operation of standard office equipment, personal computers and business correspondence; basic record keeping systems.

*Legal Processing Assistant II* - forms, records, document processing procedures, legal terminology and judicial rules applicable to areas of assignment; records maintenance procedures used in court operations; clerical and technical resources materials and information sources applicable to area of assignment.

#### **Ability to**

*Both Levels* - understand, explain, and apply specific statutes, codes, laws, regulations and procedures; prepare and process a variety of legal documents; maintain complex legal records and files; locate, identify and correct technical inaccuracies; enter data into a computer; assist people from diverse socio-economic backgrounds in various emotional states.

### *Special Requirements*

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

### ***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00

Revised 12/00